

INSTRUCTIONS FOR WELL & SEPTIC APPLICANTS

Our goal at the Health Department is to process your application as quickly as possible. Sometimes we take longer to process applications because of our workload, the weather, or need for a backhoe to evaluate the soil. These delays are unavoidable. At other times we are delayed because applicants have not provided us with the information we need to process applications quickly. **We cannot accept incomplete applications.** In order for us to do our job properly, applicants need to provide us with the following:

- A) A complete application, including an accurate site sketch
- B) Clear directions to the property
- C) The property corners and house site must be staked on the property
- D) A copy of a zoning verification letter if required by the county or city.

This checklist is provided to assist you with our application process. All items listed *must be completed by the applicant* before the application will be accepted by the Health Department. If you have questions or need assistance with the application, one of our Environmental Health Staff will be happy to help you.

A) The application:

- _____ has all items properly filled out
- _____ has a telephone number where I can be reached during the day
- _____ has clear written directions to the property
- _____ is signed and dated
- _____ is accompanied by the proper fee

B) The site sketch clearly and accurately shows:

- _____ the shape of the property
- _____ the length of each property line
- _____ the shape and location of the house (including decks and porches)
- _____ the proposed location of the driveway
- _____ the proposed or existing location of any utilities
- _____ any legal easements located on the property
- _____ the location of wells, springs, and buried fuel tanks within 200 feet of the property
- _____ the location of any other structures I plan to build in the future (e.g. barn, garage, swimming pool)
- _____ where I would like my septic system and/or well to be located (if there is a preference)

C) The building site for which the application is made:

- _____ has the property lines clearly and accurately marked
- _____ has the house site clearly and accurately marked
- _____ has the brush removed from the potential drainfield site
- _____ is easily identified from the road
- _____ has any underground utilities marked

NOTE: the attached pages have a sample site sketch and some hints that may be useful in marking your property and completing your site sketch.

I understand that the Health Department cannot accept incomplete applications and that if the property corners are not clearly marked, the house site properly staked, and the brush cleared from the proposed drainfield site my application will be denied until I have taken corrective actions. I understand that I have 90 days to correct any deficiencies and submit a new application. Failure to do so within the prescribed time frame will require that I submit a new application *with the associated fees.*

I intend to begin construction within 18 months Yes _____ No _____

Applicants Signature _____

Date _____